

Technical Assistance Guides for Conducting Program Evaluations and Inspections



Office of Inspector General
Office of Evaluation and Inspections

In 1985, Richard P. Kusserow, Inspector General, Department of Health and Human Services, established an office to conduct short-term evaluations that would provide policy-makers with fast, unbiased and reliable information about current program operations. That office, known now as the Office of Evaluation and Inspections (OEI), carries out these studies and produces short, easily readable inspection reports for both the executive and legislative branches of government.

This document contains seven Technical Assistance Guides that outline the basic methods that OEI staff use when conducting program inspections. We view these guides, along with our Standards and Procedures, as the three basic documents in OEI that help to ensure quality products. The Procedures outline the specific steps that should be taken in conducting an inspection; the Technical Assistance Guides detail the best methods to consider in moving through the inspections process; and the Standards help us measure how well we have conducted an inspection.

The seven Guides in this document follow the inspections process, from focusing the inspection at the beginning of the process, to writing the report and presenting the findings and recommendations at the end.

We feel that these Guides will be useful not only to train new OEI staff and to refresh experienced staff, but also to share with other evaluators, program analysts, and policy analysts. Hopefully, some of the methods we have developed will be of use to others engaged in this type of activity.

The OEI Procedures Committee oversaw the development of these Guides, which were drafted under contract with MH Associates.

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